



# Chicago Manual of Style: Notes-Bibliography (NB)

## BIBLIOGRAPHY

Based on the 17th edition of the *Chicago Manual of Style*

**Intended Uses and Disclaimers:** Consultants do not provide copyediting services for citation styles. This worksheet is intended to help writers learn how to work with citations appropriately on their own. While it provides a basic overview of the Chicago style, you will still need to look up each type of source you're working with in a guide when formatting your references. Always check with your professor if you have questions!

## Identifying Your Sources

If you have come to the Center with a draft of your Bibliography page, begin your session by identifying the types of sources listed in the document. For example, note whether each source is a book, a collection of essays, a scholarly journal article, a newspaper article, a blog, a website, a Youtube video, et cetera.

If you have come to the Center without a Bibliography page and you need to create one from scratch, begin by going through your paper with your consultant and creating a list of each type of source referenced.

## Basic Formatting

**Title** your list of sources Bibliography (not Works Cited or References). The title should be centered at the top of the page in regular print (no bolding or underlining), and followed by two blank lines before the first entry.

**Single-space** your entire list of sources with one extra space between each entry. Extend the first line to the left margin and indent each subsequent line 0.5 inches.

**Invert authors' names** so that their last name appears first.. Provide full first names where available. (Medley, Arthur). For sources with more than one author, invert only the first author's name (Medley, Arthur and Elizabeth Harmony).

**Alphabetize** your full list by author's last name and/or, for unauthored sources, the first word of the source. If the first word of the title is an article (A, An, The), alphabetize the entry based on the first word of the title that isn't A, An, or The.

**Include** the place, publisher, and date of publication. This information appears in parentheses in footnotes, but not in the bibliography. Do not abbreviate the name of the work's publisher.

**Separate** each element of the entry with a period.

### Follow these rules in regard to capitalization of titles:

1. **Capitalize** the first words in titles and subtitles, as well as all other words in the entry EXCEPT for articles, conjunctions, and prepositions.

2. **Newspaper articles:** Either follow the rule above or engage in "sentence-style" capitalization, where you only capitalize the first word of each title and subtitle.

### Follow these rules in regard to punctuation in titles:

1. **Long works** (published on their own): italicize title

2. **Short works** (published as a part of a larger work, like an article in a newspaper or a book chapter): place the "short" title in quotations marks and italicize the title of the "long" work that contains the short one.

**Include URLs or DOIs** (Digital Object Identifiers) for web entries. If a DOI is available, use that number instead of the URL (DOIs tend to be more stable).

**Include** both works that you cite in the body of your paper and works that you have consulted in preparing to write.

## Looking Up Each Source

Once you have followed these basic formatting rules, draw on your marginal notes (from Step 1) that labeled each source for its source type and look up each source in your CMS guide (or the OWL Purdue's CMS - NB website). Use the guide to double-check the details for each entry.

**Questions? Ask your consultant!**

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